



Library Planning Committee Final Report

July 5, 2021

Committee Members:

Cynthia Kelm-Nelson (Chair)
Alison Anger
David Peterson
Melissa Ratcliff
Stephanie Rossing

Executive Summary

Last year, the Library Planning Committee (LPC) found that the residents of the Village of Cottage Grove demonstrate a high level of support for investigating the future building of a public library. In 2020, the LPC met with local experts, researched other public library campaigns in Dane County, and developed a ten-question peer-reviewed survey to gather responses from people who live and work in the Cottage Grove community. Results showed a high level of interest in the project (>70%). Supported by the data reviewed from the 816 household responses and the 15 businesses who took a survey regarding the importance of a library in our community, the LPC was then tasked with continuing the researching phases, including financial data, in 2021.

Specifically, as directed by the Village Board on December 21, 2020, the LPC was to research the approximate costs of operating (operational costs) and building (capital costs) a library. Motion by John Williams to allow the LPC as recommended to move forward and come back to the Village Board with findings, seconded by Sarah Valencia. Motion carried with a voice vote of 7-0-0.

The LPC is now providing their 2021 research findings as well as the suggested next steps in the library planning process which includes the critical submission of a non-binding letter to the Department of Instruction and formation of a formal Village Library Board, both of which are outlined in the following recommendation:

The LPC committee recommends that the Village Trustees **(1)** send a non-binding letter requesting an opinion on the feasibility and desirability of establishing the Village of Cottage Grove Public Library to the Department of Instruction, **(2)** approve and establish the formation of a Village Library Board upon receipt of approval from the Department of Instruction, and **(3)** include budget memo items, including funding for a financial feasibility study, library impact fee study, and administrative support, in the 2022 Village annual budget.

The LPC thanks you for your time and consideration.

Sincerely,



Cynthia Kelm-Nelson
Village of Cottage Grove Library Planning Committee Chair

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Introduction and Goals

Last year, the Library Planning Committee (LPC) found that the residents of the Village of Cottage Grove demonstrate a high level of support for investigating the building of a public library. In 2020, the LPC met with local experts, researched other public library campaigns in Dane County, and developed a ten-question survey to gather responses from people who live and work in the Cottage Grove community. Results showed a high level of interest in the project (>70%). Supported by the data reviewed from 816 household responses and the 15 businesses who took a survey regarding the importance of a library in our community, the LPC was then tasked with continuing the researching phases in 2021.

As directed by the Village Board in December of 2020, the LPC was to research the approximate costs of building and operating a library. Motion by Williams to allow the LPC as recommended to move forward and come back to the Village Board with findings, seconded by Valencia. Motion carried with a voice vote of 7-0-0.

The LPC is now providing their 2021 research findings and suggested next steps in the library planning process which includes the critical submission of a non-binding letter to the Department of Instruction and formation of a formal Library Board.

Abbreviations

CG (Village of Cottage Grove); DCLS (Dane County Library Services); DPI (Department of Public Instruction); LB (Library Board); LPC (Library Planning Committee); SCLS (South Central Library Services)

Committee Structure and Members

The LPC was created on November 4, 2019. The committee has met each month, usually on the first Wednesday of the month for one to two hours. Members have consistently worked outside the meetings to complete research. Agenda and minutes have been approved and submitted to the Village Hall administration. The group consists of five Village residents: Cynthia Kelm-Nelson (Committee Chair, Village Representative), Melissa Ratcliff (Village Board Representative/Secretary), Stephanie Rossing (Monona Grove School District Faculty Representative), and Alison Anger (Friends of the Cottage Grove Community Library, Inc.). Former members include David Peterson (Village Representative, now Village Trustee), Anne Schoenemann (Friends of the Cottage Grove Community Library, Inc.), and Tiffany Haas (Monona Grove School District Faculty Representative).

Timeline Overview and Milestones

January: The Village Board of Trustees approved two new committee members on the 1/4/21 meeting. The LPC had the first meeting of the year and established timeline and objectives to accomplish 2021 directives.

The **Primary Goals** of the LPC in 2021 were to:

1. Determine state and county standards for building a public library.
2. Research actual, accurate, and realistic costs as well as preliminary tax impact of building and operating a public library in the Village of Cottage Grove.

February: In consultation with the Director of Dane County Library Services (DCLS) and the Department of Public Instruction (DPI), the LPC created documents outlining service populations and space requirements as well as public library requirements in accordance with public statutes (*i.e.*, Chapter 43). These data were then used to create a proposal for operational costs. The LPC compared these estimates to similar municipalities with public libraries in Dane County.

March: The LPC consulted with South-Central Library System's Building & Design Consultant to draft a proposal for low, medium, and high estimates for capital construction costs based on our community size, population projections through 2040, and estimated standards and requirements for building a public library. The LPC also met with Belleville, Oregon, and Fitchburg representatives on their recent library projects. Additional research regarding fundraising, marketing, and grant opportunities was completed.

April: The LPC provided operational, capital, and utility research to Village administration and Ehlers Public Finance Advisors to review and form low, medium, and high range financing plans and estimated costs to taxes (these estimate that are provided do not factor capital campaign, fundraising, or grants that are obtained)

beginning in the year 2025. Additional research was done on financial feasibility studies and capital campaign consulting.

May: The LPC researched next steps in planning and completed its research on additional major and minor funding sources, drafted documents on the formation of a Library Board, and a librarian position. The LPC met with the Friends of the Cottage Grove Community Library Inc. to discuss the land that was previous purchased. A preliminary list of library-specific architects was researched.

June: The LPC completed its research by generating a document on how the community would be involved in this planning project, how the library accomplishes multiple village initiatives (priorities) and established a list of important contacts.

LPC July 2021 Recommendation to the Village Board

The LPC committee recommends that the Village Trustees (1) send a non-binding letter requesting an opinion on the feasibility and desirability of establishing the Village of Cottage Grove Community Library to the Department of Instruction, (2) approve and establish the formation of a Village Library Board upon receipt of approval from the Department of Instruction, and (3) include budget memo items, including funding for a financial feasibility study and administrative support for a Library Board, within the 2021 Village annual budget.

Conservative Costs and Considerations

In this section you will find research, data, and estimates used to determine for operational and capital costs of building a physical library in the Village of Cottage Grove. These data include (1) population data and projections through the year 2040, (2) current library usage, and (3) space needs assessment. These values were then used to calculate minimum requirements for operation and square footage needs for a building.

Costs Summary

The annual estimated operational costs drafted by the Dane County Library Director, Tracy Herold, is approximately \$500,075. That is the amount needed to pay for the staffing, materials, and programming to operate the library for one fiscal year; that takes into consideration minimum standards to meet State as well as County requirements (**Appendix 1, Appendix 2, Appendix 3**). In some cases, those standards in this report have been set to exceed minimum requirements (based on expert opinion); for example, the draft exceeds minimum hours open per year. It is important to note that these estimates have been made using Village and surrounding area population projections (**Appendix 4 and Appendix 5**).

In both 2019 and 2020, the Village of Cottage Grove paid \$273,481 per year in Dane County library tax for the bookmobile and using other municipalities' libraries. It is estimated that this tax will continue to increase each year. County tax is reimbursed to municipalities that operate a public library meeting the required standards. Thus, upon the opening of a Village of Cottage Grove Community Library, Dane County tax would be reimbursed to the Village of Cottage Grove based on use from village residents and the service area the library would provide (e.g. Town of Cottage Grove).

The LPC has provided a low, medium, and high range of estimated capital costs. The current draft building estimates for a 24,670 sq ft library (based on population projections, estimated service population, and estimated spaces) is \$5.2-7.5M (estimates \$280 sq ft is average for current building costs; \$20-25 sq ft for furniture and fixtures). These estimates include an approximate cost of starting collection at \$740,000 (Total collection standard x \$20/item). Additionally, LPC has worked with Ehlers to provide low, medium, and high range capital plan conservatively estimates construction, architectural design, furniture and fixtures, road work, and other activities associated with building of the physical library (\$9.5-12.4M). The low, medium, and high financing and tax impact estimates are included; this is strictly a conservative estimate at best. On an average home in the Village, this ranges from \$0.36-\$1.53 per \$1000 without any additional funding sources impacting tax ranges.

It is important to emphasize that the financial amounts the LPC has compiled in this report is extremely conservative as they do not account for any outside capital campaign fundraising or grant money which is necessary for public library construction and programming, and to fully involve the greater community in this process.

The financial assessment documents in this report include the following assumptions:

- Project costs based on 2021 estimates provided to the village and inflated by 5% annually.
- Based on estimates provided to the Village inflated by 1% annually for operations and 3% annually for the Director's cost.

These estimated ranges will ultimately change as the future Village Library Board applies for grants, sets up an endowment fund, and the Village business and resident populations increase. The Friends of the Cottage Grove Community Library Inc. and the Village can apply for grants and other types of donations at any time; in fact, the LPC is currently investigating grant submissions for 2022. We also anticipate donations in-kind and building grants. Thus, until a Library Board is approved/appointed, a financial feasibility study is completed (see subsequent sections), and a library program statement is submitted we will not have more than a very general estimate.

Estimated Cottage Grove Library Standards and Requirements

Cottage Grove Population Projection Summary

The LPC used the following data to calculate operation costs and proposed square footage (capital costs) during its 2021 planning. Both operational and building estimates require population ranges in order to meet State and County requirements. The LPC used a population range of 5000-16470 to calculate the report estimates.

- 5000-9999 was used to calculate standards for operating costs from DCLS that are presented in this report.
- A population of 9470 was used to calculate square footage assessments with an additional 7000 in non-resident usage (Total of 16,470).

Current Cottage Grove Population

7020 residents (2019, United States Census Bureau)

Monona Grove School District Long Range Estimates

	2010 Census	2016 Estimate	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection
Town of Cottage Grove	3,875	3,824	3,935	3,980	4,010	4,000	3,975
Village of Cottage Grove	6,192	6,635	7,190	7,845	8,465	8,990	9,470
City of Monona	7,533	7,864	7,319	7,194	7,034	6,804	6,559

Source: WISDOA

Village Development and Growth Projections

Year:	2022	2023	2024	2025	2026	2027	2028	2029	2030
Estimated Population:	8845	9801	10261	10651	10891	11131	11311	11491	11671

Current Cottage Grove Usage

There are 874 Cottage Grove patrons who have been identified by Bookmobile staff (DCLS does not differentiate between Village and Town). Cottage Grove patrons have used the following locations most; the numbers are the number of checkouts at these locations:

- Madison (Pinney) 7133
- Bookmobile: 7028
- Sun Prairie 5888
- Monona 2341
- McFarland 428

Estimated Service Population and Space Needs



Space Needs Worksheet.pdf

Minimum Standards

Minimum standards exist for several reasons. The purpose of this voluntary program is to encourage the ongoing development of quality library service throughout the State of Wisconsin by providing public libraries with a tool to identify strengths, recognize areas for improvement, and assist libraries in gaining community support. In addition, Dane County (DCLS) has rigorous standards that go above and beyond the State minimum standards. Minimum standards include number of different types of resources, items, and equipment, hours of operation, and staffing. If minimum standards are not met, then the Dane County tax reimbursement is not applicable.

Links:

<https://dpi.wi.gov/pld/boards-directors/library-standards>

<https://www.dcls.info/sites/www.dcls.info/files/docs/2016%200602%20Approved%20POS%20Brief.pdf>

Estimated Operating Costs

Dane County Library Standards & SAMPLE ESTIMATES for the Village of Cottage Grove

5000-9999 population range

Hours open: 2993 hours/year (.45/capita); 58 hours/week

Staff total: .0008/capita; 5.32 FTE

Possible staff scenario: Director MLS: 40 hours/wk - \$70,000 – 1 FTE

Youth Services MLS: 40 hours/wk - \$55,000 – 1 FTE

Adult/Access/Circulation MLS: 40 hours/wk - \$55,000 – 1 FTE

3 Clerks/Assistants 20 hours/wk \$18/hour - \$56,160 – 1.5 FTE

Pages: 3 at 15 hours/wk \$15/hour - \$35,100 – 1.13 FTE

Total wages: \$271,260/year

Total benefits: \$67,815 (25% of wages)

Total staff cost - \$339,075 - 5.63 FTE

Materials expenditure: \$5.70/capita; **Min annual exp: \$38,000**

>Total collection: 5.7/capita; Items: 38,000

Building maintenance: **\$15,000**

Utilities: **\$30,000**

SCLS fees: **\$45,000**

Technology: **\$20,000**

>2 LinkCat, 2 self-check PCs

>broadband wireless

>5 staff PCs

>Printers, scanners, peripherals

>RFID pads

Supplies: **\$5,000**

Programming: **\$5,000**

Staff training/conferences: **\$3,000**

Total estimated annual operating costs for Cottage Grove: \$500,075

Operating Standards Worksheet



Standards
Worksheets.xls

Estimated Capital Costs

In this section, the LPC outlines comparable municipalities (populations) and their existing library sizes (total square feet). Using current building and construction estimates, low, medium, and high ranges for building costs with furniture and fixtures are provided.

Comparable Dane County Populations and Existing Library Sizes

Community	Population 2020	Library Size (total sq. ft)
Belleville	2,473	15,000
Cross Plains	4,010	16,000
DeForest	10,624	35,000
Fitchburg	30,391	38,000
McFarland	8,952	17,820
Middleton	21,050	32,000
Monona	7,920	27,182
Oregon	10,270	35,000 (projected future building)
Stoughton	12,954	16,000
Sun Prairie	35,895	36,000
Verona	12,737	31,000
Waunakee	14,399	40,000
Sequoia & Pinney libraries		20,000 ea

SCLS Estimated Building Costs (low, medium, high ranges)

Using the Service Population model of 24, 670 sq. ft

Low Cost index for construction is \$4,767,098 or \$193.23 per sq ft. Plus \$20/sq foot for furniture & fixtures
\$5,260,380

Median Cost index for construction is \$6,302,104 or \$256 per sq ft. Plus, \$25/sq for furniture and fixtures
\$6,907,000

High Cost index for construction is \$6,896,642 or \$279 per sq ft. Plus, \$25/sq for furniture and fixtures
\$7,499,680

\$280/sq ft is about average for recent projects.

Sample-Library Financing Plan (low, medium, high ranges)



Sample - Library Financing Plans.pdf

Sample – Tax Bill (low, medium, high ranges)

Note: The \$270,000 was used as the Dane County Library tax that Village residents pay (noted as ‘Deduct from County’ below). This number will increase each year; for example, the 2021 tax is \$280,331.

Current Tax Bill for Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Taxes	Actual Tax Bill
Total Village	847,290,000	4,410,900	6.06	366,000	2,217	2,216.65
Total County	847,290,000	2,356,749	3.24	366,000	1,184	1,184.36

Example Tax Bill for Low Cost Library Scenario Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Projected Taxes	Actual Tax Bill	Difference
Total Village	847,290,000	5,611,953	7.71	\$366,000	\$2,820	\$2,217	\$604
Total County	847,290,000	2,086,749	2.87	\$366,000	\$1,049	\$1,184	(\$136)
Net Change							\$468

Add to Village Levy \$1,201,053
 Deduct from County (\$270,000)

Example Tax Bill for Mid Cost Library Scenario Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Projected Taxes	Actual Tax Bill	Difference
Total Village	847,290,000	5,715,253	7.85	\$366,000	\$2,872	\$2,217	\$655
Total County	847,290,000	2,086,749	2.87	\$366,000	\$1,049	\$1,184	(\$136)
Net Change							\$520

Add to Village Levy \$1,304,353
 Deduct from County (\$270,000)

Example Tax Bill for High Cost Library Scenario Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Projected Taxes	Actual Tax Bill	Difference
Total Village	847,290,000	5,797,303	7.96	\$366,000	\$2,913	\$2,217	\$697
Total County	847,290,000	2,086,749	2.87	\$366,000	\$1,049	\$1,184	(\$136)
Net Change							\$561

Add to Village Levy \$1,386,403
 Deduct from County (\$270,000)

Current Land Description, Road, Utility Information



Road and Utility Info Fundamental Way.pdf

Library Board Formation and Requirements

Link: [Wis State Statute - Libraries, Chapter 43](#)

Per State Statute:

Abbreviated municipal library board composition, as applicable to the Village of Cottage Grove

In each village, town, tribal government, or tribal association of 5 members. Two additional members may be appointed to a library board so that the board has 7 members. Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the village president. Upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2-, 3- and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. The appointing authority shall appoint as one of the members a school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

No compensation shall be paid to the members of a library board for their services, except as follows:

1. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so, authorized by the library board.
2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so, authorized by the library board and the municipal governing body.

A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide those 3 or more members thereof shall constitute a quorum.

Powers and duties. The Library Board establishes policies and oversees the operations including moneys, donations, and supervision of staff.

Example Cottage Grove Library Board (LB) (see Appendix 6)

Role	Position Description	Requirements to fulfill role
<i>President</i>	Lead meetings. Assign members as committee chairs. Work closely with Village Admin and LB members and all committees.	Have contacts or leader in the community. Digital, leadership, and relationship building skills
<i>Vice President</i>	Step in for President if absent. Work closely with the President. Lead a committee. Participate in LB.	Have contacts or leader in the community. Digital, leadership, and relationship building skills
<i>Secretary</i>	Create, take notes, and submit agendas and minutes. Work closely with Librarians. Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills
<i>Treasurer</i>	Oversee LB budget and project financials (Appendix 7). Work closely with Village Admin, capital campaign committee. Lead a committee. Participate in LB.	Accounting, leadership, and relationship building skills
<i>Citizen Representative</i>	Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills.
<i>Citizen Representative</i>	Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills.
<i>Citizen Representative</i>	Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills.

Note: One member will be a Village Trustee Board member (1 year term). 6 citizen members (3-year terms) No more than 2 members may be residents of towns adjacent to the Village. One will be a MGSD representative.

Example Committees:

- LB Policy Committee
- LB Finance Committee
- LB Facility Committee
 - Sustainability and Building
- LB Public Relations Committees
- LB Capital Campaign Committee
- Ad Hoc committees as needed: Strategic Planning, Solar and Leed Certification, Diversity and Inclusion (e.g., Assistive Technology Lending Library Status)

Example Responsibilities of the Library Board:

1. Prepare a job description for, hire, and provide regular periodic evaluations for a Library Director.
2. Determine the mission of the library and adopt written policies, consistent with that mission, to govern the operation of the library.
3. Engage in a strategic planning process for the library, including financial and design processes.
4. Serve on committees as assigned by the Library Board President.
5. Secure adequate funds to carry out the library's plans and participate in the annual operating and capital budgeting processes for the library.
6. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
7. Advocate for legislation favorable to libraries on the local, state, and national levels.
8. Seek opportunities to learn more about the library planning process and the library community in general.
9. Be an advocate to the community and constituents for the library and for Board decisions.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Resign from the Board when no longer able to support the library's mission or devote the necessary time to being an effective Board member.

2022 Suggested Actions of the Library Board

1. Write bylaws, mission, and goals
2. Form sub-committees and community outreach
3. Select consulting firm and organize a financial feasibility study
 - a. Analyze results
 - b. Consult with Ehlers on revised financial impacts
4. Public engagement throughout the process
5. Initial Planning Discussions
 - a. Visioning
 - b. Stakeholder Identification
 - c. Goal Setting (programs and costs among other things)
 - d. Space needs programming – determining the space needs for the programming desired
 - e. Develop a new Library Program Statement
 - f. Interview and select project architect
6. Diagram of functional relationships – a generic floor plan showing the relationship of the areas
7. Write librarian position description
8. Work with engineering firm and SCLS
9. Preliminary Site Study with Facility Footprint – Concept of site with access, parking, and building
10. Global Project Budgeting
11. Begin discussion with the Dane County Library Board to determine county requirements
12. Write grants and pursue funding opportunities with the Friends of the Cottage Grove Library Inc.

Financial Feasibility Study, Capital Campaign, and Ongoing Fundraising

The LPC recommends that the Village Library Board hire a consultant to run a financial feasibility study to determine how much funding may be available in the area, other capital campaigns that may be ongoing in the next few years. The study would determine thresholds and develop a timeline or the capacity of giving and how long will it take.

Following the financial feasibility study the LPC recommends hiring an executive director to run the formal capital campaign after the completion of a financial feasibility study.

- Capital Campaign - funding for architecture design, construction, materials, and resources to open a library
- Donor Campaign Pyramid - donor levels, recognition system, naming rights
- Prospect Research - for a fee find donors through a program
- Fund Development - ongoing fund raising

Links and Contacts

[Belleville](#) and [Oregon](#) are new library links, [Waunakee](#), [Fitchburg](#) library links

Amanda White, Capital Campaign and Fundraising and Fund Development Consulting

Jenny Collins, Executive Director at the Madison Public Library Foundation

Tom Linfield, Madison Community Foundation

Evue Foundation

Marcy Helm, mini workshop on capital campaigns

Fundraising and Endowments

Fundraising Ideas (not an all-encompassing list):

- Business Foundations
- Possible Donations in Kind: construction, marketing, landscaping, indoor furniture-photos/paintings/pictures, big ticket items like tv's, workroom appliances, tech for innovation room or computer stations and loaner laptops, school staff provide expertise
- People or businesses to use meeting rooms possibly as donate in kind or naming rights of room
- Internships, Grants, Research projects with UW, Madison College, other training organizations
- Local organizations/community groups possibly as donate in kind: room name, items to loan out like baking pans, quilt tools, lions give funding for large print items, after school club items, flagpole and light, tools for innovation center, bench for courtyard
- The Cottage Grove Historical Society has already donated for a history room
- Naming opportunities
- Cafe, coffee/cookies in community
- Tours: land, other libraries, hard hat tour
- Challenge grants/matching gifts
- Storytelling - to build connection to the library and community
- Rounding up at grocery store
- A business group, organization, or individuals adopt the library for a month every year
- Smaller businesses outreach, tip jar
- Yearly fundraising events - Holiday, matching gifts, raise money for local group/library, annual campaign
- Determine possible capacity to support or start a matching gift
- Partner with local restaurants for fundraisers
- Place a flyer with utility bills highlighting the campaign
- Partner with financial institutions that have locations in the county, to place promotional materials in all their branches
- Challenge local community groups to compete with groups in other communities to see who can raise the most for their community

Possible Community Partners:

- WI Humanities Council
- University of Wisconsin Humanities Depts
- WI Historical Society
- Area Historical Societies
- Madison Arts Commission
- Dane County Cultural Affairs Commission
- Children's Museum
- UW Center for the Humanities
- WI Public Television
- WI Cultural Coalition
- Cooperative Children's Book Center
- Book Clubs
- Senior Centers
- Grey Wolf Foundation
- Cottage Grove Foundation

Additional Possible Library Funding Options:

A. Capital

<https://www.madisongives.org/nonprofits>

<https://cdbg.countyofdane.com/about>

<https://kresge.org/>

<https://www.rd.usda.gov/programs-services/all-programs/community-facilities-programs>

B. Operational

<https://fundsnetervices.com/grants/education-and-literacy>

C. Sustainability

<https://focusonenergy.com/>

<https://psc.wi.gov/Pages/Programs/OEI/EnergyInnovationGrantProgram.aspx>

<https://www.usgbc.org/chapters/usgbc-wisconsin>

D. Programing/Literacy/Education

<https://www.neh.gov/grants>

<http://www.wisconsinhumanities.org/grants>

<https://www.ala.org/awardsgrants/awards-grants-and-scholarships>

<https://dpi.wi.gov/pld/lsta/faq>

Village Priorities

The LPC wanted to determine how the Village Departments and priorities could collaborate on the library project and use the library in the future. For example, Village Departments combine resources and services to better serve the community and decrease duplication of services. **A library intersects with multiple Village initiatives.**

1. **Fiscal responsibility and financial planning:** The LPC is recommending a financial feasibility study to determine how fundraising will impact the financing and tax plans. There are many opportunities to reduce finances (see other report sections). Keeping taxes local is fiscally responsible; as currently Village residents pay over \$280,000 for the use of other community libraries (2021).
2. **Economic growth:** Libraries have a large impact on the local economy and workforce development through the provision of a variety of classes and resources. The community's economy benefits when businesspeople use library resources to make business decisions, and employees use it to improve job skills. During economic hardship, citizens turn to and depend on the library. In turn, libraries boost economic development. Proximity to a library increases spending for those businesses located near the library. (Reference:<https://www.urban.org/sites/default/files/publication/46006/1001075-Making-Cities-Stronger.PDF>)
 - a. 73% of public libraries assist their patrons with job applications and interviewing skills, and 48% provide access and assistance to entrepreneurs looking to start a business of their own.
 - b. Chamber of Commerce leakage study (2017) shows that sales are leaking out of the CG area and being absorbed by businesses in Madison. (Reference:https://www.cottagegrovechamber.com/uploads/4/0/7/8/40788503/commercial_leak_age_study_-_cottage_grove_2015-08-20.pdf)
3. **Diversity, equity, and inclusion:** Libraries are accessible for all, support literacy, education, and technology for everyone including underserved populations. (Reference:<https://www.journals.uchicago.edu/doi/full/10.1086/699267>)
4. **Sustainability:** Libraries provide educational events (e.g., seed borrowing, community gardens). The Ad Hoc committee could provide suggestions during design and construction (i.e., reduction of carbon footprint, net zero building, LEED certification). (Reference:<https://americanlibrariesmagazine.org/blogs/the-scoop/libraries-and-sustainable-thinking/#:~:text=Sustainable%20thinking%20refers%20to%20the,life%20to%20fruition%20through%20choices>)
5. **Emergency management planning:** A library provides a space for residents to go in extreme weather; this location is currently lacking in Cottage Grove.
6. **Food insecurity:** Public libraries are part of the solution to food insecurity. Librarians can be a source for programming (State, County, and Local). For example, librarians may assist those who manage farmers' markets, summer feeding programs, community fridges, and culinary literacy centers builds a greater understanding of the unique roles of local librarians in community food systems. (Reference: <https://www.youtube.com/watch?v=h8YC2ILYsMk>)
7. **Communication and engagement:** A library provides the spaces to recruit volunteers from the community as well as provides and enhances their confidence, skills, and levels of employability. A library is welcoming to all, and that bridges socioeconomic divides through examples of productive partnerships. A library allows for a space for our local community groups to meet and provide information for residents on programs, groups, and activities to be active in. We estimate many roles for community members throughout the library planning process. (Reference:<https://www.ala.org/tools/librariestransform/libraries-transforming-communities/engagement>)

8. **Housing:** People prefer to live near a public library if they have a choice, and often perceive library access as part of an enhanced quality of life.
(Reference:<https://www.ala.org/tools/research/librariesmatter/minnesota-public-libraries-return-investment>)
9. **Parks and Recreation:** More so than a community center, town hall, or public park ever could, libraries connect their communities in a way that benefits everyone. They combine local resources, including arts and crafts, educational offerings, job training, tutoring and technology learning. The Cottage Grove Library could include a dedicated space for Parks and Recreation programming.
(Reference:<https://www.brookings.edu/blog/up-front/2017/03/30/how-public-libraries-help-build-healthy-communities/>)
10. **Cottage Grove's Mission and Vision:** a library directly serves the mission and vision of Cottage Grove by increasing the richness and opportunities for a growing village and effectively providing the community services for our citizens and fostering economic development.

Vision:

Cottage Grove will be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work and play and enjoy the richness and opportunities of a growing Village.

Mission:

The Village of Cottage Grove is dedicated to efficiently and effectively providing the community services for our citizens and partnering to foster economic development while encouraging our unique community appeal

Contact Information and References

Local School Librarians:

Mary Todd
Lucas Franklin
Elizabeth Wodzinski

DCLS:

Tracy Herold, Director Dane County Library Services

SCLS:

Deb Haeffner, Building and Design Consultant South Central Library System
Mark Ibach, Consulting Services Coordinator South Central Library System

DPI:

Shannon M. Schultz, Public Library Administration Consultant Wisconsin Department of Public Instruction

Local Library Contacts:

Bailey Anderson, Library Director at Black Earth
Bronna Lehmann, Belleville Public Library Director
Jennifer Endres Way, Oregon Library
Anne Schoenemann, President Friends of the Cottage Grove Library

Fundraising Contacts:

Monica Wahlberg, Grant Specialist
Jenny Jeffres, Executive Director Madison Public Library Foundation
Tom Linfield, Madison Community Foundation

References

1. <https://www.oregonpubliclibrary.org/about-library/building-project>
2. <https://dpi.wi.gov/pld/boards-directors/space-needs>
3. <https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE08.pdf>

Appendices

Appendix 1



Appendix 1. Establishment of a Public Library.pdf

Appendix 2



Appendix 2. Library Standards.pdf

Appendix 3



Appendix 3. Public Library Standards.pdf

Appendix 4

Monona Grove School District Long Range Growth Study Fall 2017:

https://www.mononagrove.org/cms_files/resources/Monona%20Grove%20School%20District%20Long%20Range%20Growth%20Study%20%20Fall%202017.pdf

Village of Cottage Grove Development and Growth Projections 2021 - 2030

Development Name	Total Housing Units	Units Constructed (UC)	2021		2022		2023		2024		2025		2026		2027		2028		2029		2030		Remaining Units
			Population Added (PA)	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	
Cottage Grove Commons Phase 1	70 MF	70	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cottage Grove Commons Phase 2	300 MF	50	100	200	400	50	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Glenn Grove Apartments	100 MF	0	0	75	150	25	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Quarry Ridge	65 SF	15	45	20	60	15	45	15	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Continental Properties	288 MF	0	0	144	288	144	288	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highland Village	32 MF	0	0	32	64	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coye South DeWitt Multi-Family	30 MF	0	0	0	0	30	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coye South Homburg	17 SF	0	0	0	0	0	0	0	17	51	0	0	0	0	0	0	0	0	0	0	0	0	0
Coye Highlands DeWitt Duplex	12 MF	0	0	0	0	0	0	0	12	24	0	0	0	0	0	0	0	0	0	0	0	0	0
Westtown 5th Addition	120 SF	15	45	20	60	25	75	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	20
Westtown 6th Addition	100 SF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shady Grove Single Family	56 SF	10	30	30	90	16	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shady Grove Multi-Family	70 MF	0	0	35	70	35	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
The Farm Single Family	190 SF	0	0	0	0	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	30
The Farm Multi-Family	175 MF	0	0	0	0	50	100	50	100	75	150	0	0	0	0	0	0	0	0	0	0	0	0
Widener-Olsen Single Family	300 SF	0	0	0	0	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	60
Widener-Olsen Multi-Family	120 MF	0	0	0	0	0	0	0	30	60	30	60	30	60	30	60	30	60	30	60	30	60	140
Total	848 SF 1,197 MF	160	360	556	1,182	430	956	184	460	165	390	90	240	90	240	60	180	60	180	60	180	60	180
Total Population			7,663		8,845		9,801		10,261		10,651		10,891		11,131		11,311		11,491		11,671		

Notes: Single Family (SF) units = 3 people
 Multi-Family (MF) units = 2 people
 2020 estimated population 7,303

Appendix 6



The E. D. Locke Public Library Board of Trustees is composed of seven appointed McFarland residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

The Board member represents a community perspective, and is expected to represent the Library in the community. Board members need to understand that all authority rests with the full Board and its designees, not with individual Board members.

Responsibilities:

1. Prepare a job description for, hire, and provide regular periodic evaluations of the Library Director.
2. Determine the mission of the Library and adopt written policies, consistent with that mission, to govern the operation of the Library.
3. Engage in a strategic planning process for the Library.
4. Serve on committees as assigned by the Library Board President.
5. Secure adequate funds to carry out the Library's plans and participate in the annual operating and capital budgeting processes for the Library.
6. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
7. Advocate for legislation favorable to libraries on the local, state, and national levels.
8. Seek opportunities to learn more about the E. D. Locke Public Library and about the Library community in general.
9. Be an advocate to the community and constituents for the Library and for Board decisions.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.

Appendix 7



Appendix 7. Developing a Library Budget.pdf